Clear Form

Investigation ID Number_____
(YY/YY/SS/#)

Colchester Public Schools

Safe School Climate Specialist
Investigation Summary Report

Date of Initial Bullying Report: _____ **Date of Investigation Conclusion:** _____

School: _____ **Investigator:** _____

Attach to this Investigation Summary Report all Incident Reports in order by date.

Date/time by which both the targeted student and alleged bully's parents/guardians were notified that an investigation commenced: Date: Time:

Name(s) and grade(s) of reported victim(s)

Has the student been absent as a result of this incident? ☐ Yes, total days_____ ☐ No ☐ Unknown

Name(s) of suspected bully(ies)	Age	School	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names(s) of interviewed witnesses	Age	School	Grade	Incident Report #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Location of incident:

☐ On school property ☐ On the school bus ☐ Off school property ☐ Electronic ☐ Unknown

Incident Description
Provide a detailed summary of the incident.

Investigation Notes

Provide a description of the steps taken during the investigation process.

Findings

Provide an executive summary of the investigatory findings.

Conclusion

Explain whether or not this is a verified case of bullying. Refer to [include policy number here] for the definition of bullying.

If there is a verified act of bullying, provide the date/time by which both the targeted student and bully's parents/guardians were notified that a verified act of bullying has occurred (Must be no later than 48 hours after the completion of an investigation).

Date: Time:

Actions Taken

Provide a description of the recommended actions to be taken as a result of the outcome of this investigation. Be sure to include all recommended disciplinary and non-disciplinary measures.

Submission Checklist (Attach all required documents in the order listed below and submit originals to school administration. Send a copy to the District Safe School Climate Coordinator for all verified acts of bullying.)

- ☐ Investigation Summary
- ☐ All Incident Report Forms (Student, Staff or Parent)
- ☐ Parent Notification Letter(s)
- ☐ Parent Contact/Meeting Log(s)

School Climate Specialist **Date**

Building Administrator **Date**

Print